

# APPLICATION FOR ROOFING ONLY BUILDING PERMIT

**FILL IN ALL INFORMATION COMPLETELY**

Location: \_\_\_\_\_

Between: \_\_\_\_\_ and \_\_\_\_\_  
CROSS STREET CROSS STREET

Subdivision: \_\_\_\_\_ Lot #: \_\_\_\_\_ Tax Parcel #: \_\_\_\_\_

Property Owner – Name & Address _____ _____ _____ Phone Number - _____	Applicant – Name & Address _____ _____ _____ Phone Number - _____	Contractor – Name & Address _____ _____ _____ Phone Number - _____
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<p style="text-align: center;"><b>Type of Work Proposed</b></p> <input type="checkbox"/> Replacement <input type="checkbox"/> Repair <input type="checkbox"/> Other _____ _____	<p style="text-align: center;"><b>Type of Material Proposed</b></p> <input type="checkbox"/> Asphalt <input type="checkbox"/> Wood (cedar, etc.) <input type="checkbox"/> Slate <input type="checkbox"/> Tar <input type="checkbox"/> Metal <input type="checkbox"/> Other _____	<p style="text-align: center;"><b>Existing Structure</b></p> Spacing of roof rafters _____ Span of roof rafters _____ Size of roof rafters _____ Type of existing sheathing _____ _____
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Will existing sheathing be replaced?  No  Yes, with - \_\_\_\_\_  
 Will existing felt be replaced?  No  Yes, with - \_\_\_\_\_  
 What kind of ice underlayment will be used? \_\_\_\_\_

Estimated Cost \$ \_\_\_\_\_

Description of work \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**USE BACK OF APPLICATION TO PROVIDE ADDITIONAL INFORMATION**

\_\_\_\_\_ APPLICANT'S SIGNATURE \_\_\_\_\_ DATE

I hereby certify that the statements contained herein are true to the best of my knowledge and belief.  
 I understand that this permit will only be issued for the work listed and no other.  
 I understand that additional information and/or Permits may be required prior to the issuance of this permit  
 I understand that I shall give London Grove Township 24 hours notice prior to commencing work.

**DO NOT WRITE BELOW THIS LINE**

Permit No. _____ Proposed Cost \$ _____ Permit Fee \$ _____ Workers' Compensation Insurance <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Expiration date of Workers' Comp. Insurance ____-____-____ Liability Insurance <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Expiration date of liability Insurance ____-____-____ Notes: _____	Received - _____ Authorization <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Paid Date - _____ Paid By - <input type="checkbox"/> Check # - _____ <input type="checkbox"/> Cash Receipt By - _____
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**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



**LONDON GROVE TOWNSHIP**

**372 Rose Hill Road  
Suite 100  
West Grove, Pa 19390**

**610-345-0100**

**AUTHORIZATION**

**(When APPLICANT is not the owner of record, the following must be completed  
by the owner, and submitted with the permit application.)**

**I (We)** \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

**owners of the property located at:** \_\_\_\_\_  
(Site Address)

**do hereby authorize:** \_\_\_\_\_  
(Contractor's Name)

\_\_\_\_\_  
(Address, Telephone Number)

**for the following work:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Owner's Signature)

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Owner's Telephone Number)



# NOTICE

## **WORKERS' COMPENSATION INSURANCE COVERAGE & PENNSYLVANIA HOME IMPROVEMENT CONTRACTOR (PA HIC) INFORMATION**

**The attached form shall be completed by all applicants applying for a permit.**

Unless exempt, a Workers' Compensation Insurance Certificate (which includes the effective date of the coverage and lists London Grove Township as Certificate Holder) shall be submitted.

Exempt Corporations and Partnerships shall submit proof of exemption.

### **PA HOME IMPROVEMENT CONTRACTOR INFORMATION**

All applicants, with the exception of the property owner, shall submit their Pennsylvania Home Improvement number (PA HIC).

### **GENERAL LIABILITY INSURANCE COVERAGE INFORMATION**

In addition to the above, all applicants, with the exception of the property owner, shall submit an Insurance Certification of General Liability in the amount of \$100,000 or the value of the Structure being worked on; whichever is greater for property damage and \$100,000/\$300,000 for bodily injury.

### **PROPERTY OWNERS' INFORMATION**

**The completion of the attached Workers' Compensation form is required by all applicants including property owners.**

If the applicant is the owner of the property, insurance certification for general liability, workers' compensation, and Home Improvement Contractor number are not required to obtain a permit; however, should the property owner hire or contract with other parties or subcontractors, the homeowner could be held responsible for a loss, if those parties do not have the proper insurance.

The homeowner applicant should assure that anyone working on their property has in force the proper current liability and Workers' Compensation Insurance coverage, and are named as a certificate holder or additional insured. Homeowner applicants should also be aware that by acting as the applicant the homeowner assumes all responsibility for following Township Ordinances and all liability if those ordinances are not followed.

**LONDON GROVE TOWNSHIP SHALL BE LISTED AS A CERTIFICATE  
HOLDER ON ALL INSURANCE FORMS SUBMITTED TO THE TOWNSHIP**



**LONDON GROVE TOWNSHIP**  
**372 Rose Hill Road, Suite 100, West Grove, PA 19390**

**WORKERS' COMPENSATION INSURANCE COVERAGE INFORMATION**  
**MUST BE COMPLETED BY ALL APPLICANTS**

**Note:** Under State Law, London Grove Township is responsible to stop all work on any site when non-exempt parties are working without Workers' Compensation Insurance and/or non-exempt parties have not completed and submitted the proper exemption form to the Township.

Site Address: \_\_\_\_\_

Name of **Applicant**: \_\_\_\_\_

- A. Is the **Applicant** the property owner?  No (go to B)  YES (if yes check statement below)  
 Applicant is the property owner, and understand that if he/she hires other parties or subcontractors, such parties or subcontractors shall submit acceptable insurance information or proof of exemption thereof to the property owner before commencing any work on the property. The property owner also should request the contractors Pennsylvania Home Improvement Contractor number (PA HIC).
- B. Is the **Applicant** a contractor within the meaning of the Pennsylvania Workers' Compensation Law:  
 No (go to C)  YES (if yes provide the following):  
Home Improvement Contractor (HIC) #: \_\_\_\_\_ Expires: \_\_\_\_\_  
Federal or State Employer Identification #: \_\_\_\_\_  
Check one of the following:  
 Applicant is a qualified self-insurer for Workers' Compensation (certificate attached)  
 Applicant is insured by: \_\_\_\_\_ (certificate attached)  
**Note:** The Township does not keep certificates on file. London Grove Township must be listed as the "certificate holder".
- C. Is the **Applicant** a contractor that is **exempt** from Workers' Compensation Law?  YES (if yes provide the following):  
Home Improvement Contractor (HIC) #: \_\_\_\_\_ Expires: \_\_\_\_\_  
 Applicant is a Contractor with no employees. The contractor is prohibited by law from employing any individual to perform work pursuant to this permit unless contractor provides proof of insurance to the Township.  
 Applicant is a Contractor that is a member of a Corporation that has claimed exemption. A copy of exemption notification must be attached.  
 Applicant is a registered partnership through State of PA – proof must be attached.  
 Applicant is exempt under the religious exemption of the Worker Compensation Law.

**Applicant** Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_